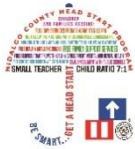


Hidalgo County Head Start Program



Training and Technical Assistance Program Plan 2023-2024

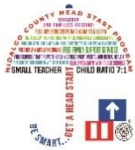
Policy Council Approval:
Commissioners' Court Approval:



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Administration

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants (staff and parents) will attend institutes presented by National Head Start Association, Regional Office and Cleverex.</p>	<p>Professional Development will be offered to selected participants for specific purposes.</p>	<p>Irma Pena, Executive Director</p> <p>Nora Muñoz, Assistant Program Director Programmatic Services</p> <p>Edmundo Garcia, Assistant Program Director Operations</p>		<p>\$ 26,675</p>		



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Human Resources

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will implement the Hidalgo County Head Start Mandated Policies and Procedures as required by federal, state and local regulations.</p>	<p>To comply with federal, state and local regulations participants will review and acknowledge receipt of the mandated policies listed below:</p> <ul style="list-style-type: none"> • Confidentiality Policy • Vaccine Preventable Disease Policy • Sanitation and Infection Control Policy • Child Maltreatment Policy • Reporting Child Health and Safety Incidents Policy • Supervision of Children Policy • Discipline and Guidance Policy • Release of Children Policy • Employee Use of Cellular Phone Policy • Dress Code Policy • Civil Rights Act • Employee Standards of Conduct Policy • Tuberculosis Questionnaire • Hidalgo County Drug and Alcohol Policy • Hidalgo County Absence Control Policy • Hidalgo County Ethics Policy • Hidalgo County Sexual Harassment Policy • Hidalgo County Tobacco Use Policy • Hidalgo County Acceptable Use Policy • Civil Service Commission Rules Manual 	<p>Marissa Reyes, Chief Human Resources Officer</p>	<p>PC Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Human Resources

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will understand the concept and legal definition of sexual harassment. Understand the categories of harassment. Know how to identify situations and behaviors that could be perceived as sexual harassment.</p>	<p>The presenter will provide information to Head Start employees on how to recognize and prevent incidents of sexual harassment.</p>	<p>Maria Perez, Human Resources Specialist IV</p> <p>Brenda Rodriguez, Human Resources Specialist IV</p> <p>Hermelinda Solis, Human Resources Specialist III</p> <p>Arnaldo Amaro, Policy and Training Division Manager</p> <p>Marissa Reyes, Chief Human Resources Officer</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to implement procedures outlined in the Human Resources Program Plan.</p>	<p>Participants will be provided with a brief explanation on the Human Resources Program Plan Policies & Procedures; Recruitment and Employment of Staff; Organizational Structure; and Lines of Authority and Communication.</p>	<p>Marissa Reyes, Chief Human Resources Officer</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Human Resources

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Human Resources Compliance: Participants will describe their responsibilities in complying with Finger Printing requirements.	HCHSP – Human Resources Professionals will provide training on Finger Printing requirements and procedures on a one-to-one basis or large group.	Marissa Reyes, Chief Human Resources Officer		\$15,120	On-Going	Compliance Reports
Participants will be able to adhere to the Civil Service Commission Rules and Regulations.	The Hidalgo County Civil Service Commission Rules review will provide the participants information on personnel practices and the procedures governing disciplinary actions.	Marissa Reyes, Chief Human Resources Officer	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Human Resources

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to access and follow instructions when reporting injuries; and will be able to identify hazards and prevent accidents.</p>	<p>Procedures will be discussed and implemented for reporting work-related injuries. Training will be conducted on the following:</p> <ul style="list-style-type: none"> • Workers' Compensation Procedures • General Safety Rules • Slips, Trips, and Falls • Lifting and Handling Techniques • Safe Lifting • Electrical Safety • Workplace Violence Prevention Policy • Emergency Procedures • Basic First-Aid Procedures • Portable Fire Extinguisher 	<p>Rocio Quiroga, Employee Benefits Coordinator</p>	<p>PC Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Human Resources

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to successfully establish a career path, for their job responsibilities, that aligns with the Head Start mandates.</p>	<p>The HCHSP Staff Development Professional will provide counseling and guidance to all employees on developing their Staff Development Plan and monitor the progress of goal achievement. She will serve as the liaison between the HCHSP and the Institutions of Higher Education. She will manage and coordinate all training and workshops for the Program.</p>	<p>Christina Gutierrez, Staff Development Manager</p>			<p>Annual Training</p> <p>On-Going</p>	<p>Training Calendar</p> <p>Staff Development Plan</p> <p>Evaluation</p>
<p>Participants will maintain CDA Certification</p>	<p>Staff will attend training session to maintain certification.</p>	<p>Christina Gutierrez, Staff Development Manager</p> <p>Marissa Reyes, Chief Human Resources Officer</p>			<p>On-Going</p>	<p>CDA Credential</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Human Resources

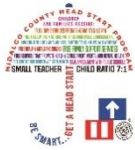
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Staff will be able to acquire and maintain a current teacher certification.</p>	<p>Staff will be able to apply their knowledge and skills in the components of the teacher preparation program.</p>	<p>Teach Us, - Versidi, Inc, Alternative Certification Program (RFP)</p>		<p>\$237,506</p>	<p>On-Going</p>	
<p>Staff will develop smart financial habits by consolidating their own accounts.</p>	<p>Staff will develop financial habits and take full advantage of their retirement plan.</p>	<p>Christina Gutierrez, Staff Development Manager</p> <p>Tony DeLeon & Associates, The Pension Company of Texas</p>			<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Family Services

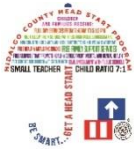
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
At the Parent Leadership Training participants will be able to describe the roles and responsibilities of a Parent committee Member that will enable them to be part of the decision making process.	Participants will be provided materials and information to prepare elected parents for their roles at the center committees and the Policy Council if elected.	Irma Pena, Executive Director Elvira Segura, Family Services Director			September 30, 2023	Training Calendar Evaluation
Participants will be able to identify the symptoms of alcohol and substance abuse.	Participants will be provided with the necessary training and orientation in the area of prevention of alcohol and substance abuse particularly in children and juveniles.	Moises Robeldo, Deputy Hidalgo County Sheriffs Office Elvira Segura, Family Services Director	PC Power Point Presentation	\$ 500.00 For all Annual Training	Annual Training	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Family Services

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>The Policy Council will be able to identify the major program functions and operations by participating in the Governance Institute.</p>	<p>Each major function/operations of each department will be presented by the Director/ Administrator supervising the department. Roles and responsibilities of the Policy Council will be emphasized.</p>	<p>Irma Pena, Executive Director</p> <p>Executive Team</p>		<p>\$11,350</p>	<p>October 21, 2023</p>	<p>Training Calendar</p> <p>Evaluation</p>
<p>Participants will be able to describe the valuable role of fathers and fatherhood to our present and future generations.</p>	<p>Participants will engage in discussion affirming fathers in valuable contribution to the lives of their children.</p>	<p>Consultant Internal Education Professionals</p> <p>Ramiro Silva, Community Partnership Director</p>			<p>February 22, 2024</p>	<p>Program Calendar</p> <p>Agenda</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Family Services

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify and implement the Head Start Performance Standards in the area of Family Services.	The session will provide participants an overview of the Performance Standards and Family Services.	Elvira Segura, Family Services Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to determine the eligibility, recruitment, selection, enrollment, and attendance process for Head Start and implement the Head Start Operational Policies and provide information to parents regarding these policies.	The session will provide instruction and guidance in reference to Family Services procedures, forms and documents.	Debra Gamboa, Family Services Coordinator Cidelia Monteagudo, Family Services Coordinator	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to incorporate existing parent engagement programs, strategies and activities into day-to-day operations. The activities are systemic and integrated across program foundation impact areas.	The session will provide instructions and guidance on how to incorporate PFCE Framework activities into day-to-day operation to include School Readiness and Cultural Diversity	Elvira Segura, Family Services Director Abigail Fuente, Family Services Coordinator	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Family Services

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will identify the different volunteer opportunities and the requirements to become a volunteer.	Participants will be encouraged to volunteer in any of the different areas of the Head Start Program and become more involved in the education of their children. Center staff and central office staff will inform parents of the many ways to participate in Head Start.	Head Start Executive Team Members	PC Power Point Presentation		On-Going	Training Calendar Survey Evaluation
Participants will be able to apply Head Start Performance Standard as it pertains to (ERSEA) Eligibility, Recruitment, Selection, Enrollment and Attendance specifically for children with disabilities and will implement specific strategies to retain enrollment of children with disabilities.	Participants will receive instructions and guidance on how to implement strategies and procedures at the center classroom and center level.	Elvira Segura, Family Services Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Family Services

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will work collaboratively with other agencies to identify and access services and resources through direct services or referrals.	The Parent Fair will be organized for parents to participate and respond to family needs and assist in developing family goals.	Elvira Segura, Family Services Director	PC Power Point Presentation		On-Going	Training Calendar Survey Evaluation
Participants will be able to identify the eligibility criteria for children enrolling with the Hidalgo County Head Start Program.	The Recruitment Training is for the purpose of providing Head Start services to eligible children, three to five years of age regardless of sex, creed, color, national origin or disabling condition.	Elvira Segura, Family Services Director	PC Power Point Presentation		On-Going	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Family Services

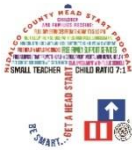
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will develop skills that will support parents in their leadership role and acquire knowledge to promote family well-being and positive outcomes for children utilizing the Abriendo Puertas curriculum.</p>	<p>The sessions will explore opportunities for adult learning that are relevant, engaging, goal-oriented and build on cultural and familial assets. The sessions will identify parents as leaders of their families and as their child’s first and most influential teacher.</p>	<p>Elvira Segura, Family Services Director</p> <p>Debra Gamboa, Family Services Coordinator</p> <p>Cidelia Monteagudo, Family Services Coordinator</p> <p>Abigail Fuente, Family Services Coordinator</p>	<p>Abriendo Puertas</p> <p>Handouts</p> <p>Registration Form</p> <p>Supplies</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Provide information to employees regarding the services available through Hidalgo County Community Service Agency</p>	<p>Participants will have a working knowledge base regarding the various programs offered through Hidalgo County Community Service Agency namely utility assistance and case management.</p>	<p>Jaime R. Longoria, Executive Director</p> <p>Ramiro Silva, Community Partnership and Transition Director</p>			<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Child Nutrition

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation :
Participants will be able to carry out Child Nutrition Services performance standards and implement them in their Head Start Centers.	The session will provide essential information to establish that the mandated Head Start Performance Standard requirements in the area of Child Nutrition Services are being met. Topics of discussion: Family Style Meal Service, number of meals provided, USDA meal and snack requirements, and how to make safe drinking water available.	Gilbert Silva, Child Nutrition Director Aurora Figueroa, Child Nutrition Coordinator Cristina Garza, Nutrition Coordinator	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to identify and employ Food Program Guidelines and child Healthy eating practices.	The session will help you incorporate Food Program Guidelines into day-to-day activities and provide child healthy eating practices. Topics of discussion: Child health eating habits meal counts, point of service record keeping, food safety and sanitation, and required posted materials.	Gilbert Silva, Child Nutrition Director Aurora Figueroa, Child Nutrition Coordinator Cristina Garza, Nutrition Coordinator	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Child Nutrition

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to acquire and recognize Child and Adult Care Food Program Regulations and learn about preventing and responding to emergencies due to food or an allergic reaction.</p>	<p>This session will help you incorporate Child Nutrition Food Program Policies into day-to-day activities. Topics of discussion: Food Program rules and regulations, meal services, record keeping, and food allergies.</p>	<p>Gilbert Silva, Child Nutrition Director</p> <p>Aurora Figueroa, Child Nutrition Coordinator</p> <p>Cristina Garza, Nutrition Coordinator</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will receive Food Handler’s Certification required by Hidalgo County Health and Human Services Department.</p>	<p>The presenter will provide information on how to maintain proper safety and sanitation on the workplace to prevent food safety errors.</p>	<p>Christian Barajas, RDN, LD</p> <p>Gilbert Silva, Child Nutrition Director</p>	<p>PC</p> <p>Power Point Presentation</p>	<p>Texas Department of Agriculture Funding</p>	<p>On-Going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Mental Health

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be presented with an overview of the Head Start Performance Standards 1302.45 Subpart D-Health Program Services.	Participants will demonstrate knowledge of Performance Standard 1302.45 and Mental Health Program Plan goals and objectives.	Martha Rodriguez, Mental Health, Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to acquire a clear understanding of the benefits of the Hidalgo County Head Start Employee Wellness Program.	The session will deliver skills and knowledge to participants in the area of Mental Health and the Hidalgo County Head Start Employee Wellness Program	Mitzi Hernandez, Hidalgo County Wellness Coordinator Sebastian Buitron, Hidalgo County Wellness Coordinator Kristina Schmidt, Nutritionist Martha Rodriguez, Mental Health Director	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation
Participants will acquire the skills to address and apply Positive Behavior Support strategies in the area of social emotional development.	The session will assist participants in identifying and integrating Positive alternative approaches when addressing challenging behavior in the classroom.	Josette Ramirez MS, Mental Health Counselor Martha Rodriguez, Mental Health Director	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Mental Health

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>The audience will learn the mental health process and identify the steps to follow when seeking services from mental health professionals through the referral process for children with behavioral concerns.</p>	<p>Participants will also be able to identify, support and implement strategies with children exhibiting challenging behavior concerns.</p>	<p>Martha Rodriguez, Mental Health Director</p>	<p>PC Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to demonstrate knowledge and apply the e-DECA assessment tool to promote children social emotional health while monitoring progress and customize strategies to build resilience.</p>	<p>Participants will be able to apply the Devereux Early Childhood Assessment.</p>	<p>Elizabeth Gonzalez, Mental Health Counselor Martha Rodriguez, Mental Health Director</p>	<p>PC Power Point Presentation</p>		<p>Annual Training On-Going</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Transition and Community Partnership

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access and implement the Performance Standards and relate the information to the Program Plan.	Participants will actively listen to and review the Performance Standards and the Program Plan.	Ramiro Silva, Community Partnership and Transition Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to access Community Resources for children, families and pregnant women.	The Networking Meeting is designed to develop community partnerships supported by interagency agreements to secure appropriate services for children and families.	Ramiro Silva, Community Partnership and Transition Director			Annual On-Going	Training Calendar Evaluation
Joint Advisory Meeting: Participants will identify and Examine Federal, State and Local Regulations as they apply to our Program Plans.	Participants will be trained on H.S. Standards and Federal Regulation Updates and Program plans accordingly	Department Directors	HS Standards HS Act Program Plans		Annual Training	Program Plans



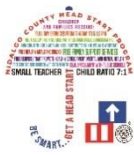
Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to access, utilize and interpret the Health Policies and Procedures in regard to the Performance Standards.	The Health Policies and Procedures will be discussed and how these apply to the Performance Standards.	Yesenia Quintanilla RN, Health Services Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to identify vaccine-preventable diseases, vaccines and their uses, the Texas Vaccines for Children (TVFC) Program, and ImmTrac2 (Texas Immunization Registry).	LVN will explain how the Texas Vaccines for Children’s Program works in the Head Start setting by identifying vaccine-preventable diseases and using the ImmTrac2 search engine to meet local and state requirements.	Nelda Mendez Lerma, LVN TVFC Program Manager	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to utilize strategies to: Prevent the spread of communicable diseases. Respond to medical emergencies.	RN will explain procedures in place to care for sick children and how to prevent the spread of communicable diseases, how respond to medical emergencies.	Yesenia Quintanilla RN, Health Services Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation



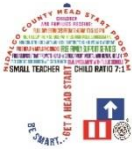
Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to utilize the procedures defined for medication administration, as per Head Start Performance Standards, Minimum Standards for Child-Care Centers.</p>	<p>RN will explain what documentation to utilize and the steps to follow to administer medication accurately and properly assist Head Start children with medication therapy.</p>	<p>Yesenia Quintanilla, RN, Health Services Director</p> <p>Paulita Gonzalez, LVN, Health Services Coordinator</p> <p>Mary Martinez, LVN, Health Services Coordinator</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to follow policies and procedures in place for the identification of sign and symptoms of different conditions and the administration of emergency medication.</p>	<p>LVN will explain how to identify appropriate documentation and the steps to manage asthma, seizures, and allergic reactions' signs and symptoms and emergency medication administration to prevent, control, and respond to emergencies due to condition exacerbations.</p>	<p>Yesenia Quintanilla, RN, Health Services Director</p> <p>Paulita Gonzalez, LVN, Health Services Coordinator</p> <p>Mary Martinez, LVN, Health Services Coordinator</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Health						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to follow policies and procedures in for the different skills and tasks needed to provide medication therapy and record vital signs. Checklist – Hands on Training.</p>	<p>LVN will explain the appropriate techniques needed to administer medication, check body temperatures, perform handwashing, utilize a digital and contactless thermometer gun, utilize a blood pressure machine, and check for pulse properly to assist children with medication therapy and record vital signs.</p>	<p>Yesenia Quintanilla, RN, Health Services Director</p> <p>Paulita Gonzalez, LVN, Health Services Coordinator</p> <p>Mary Martinez, LVN, Health Services Coordinator</p>	<p>PC</p> <p>Power Point Presentation</p>	<p></p>	<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be certified on First Aid and CPR procedures.</p>	<p>Participants will receive guidance and instruction to perform emergency first aid and CPR procedures.</p>	<p>Marissa Reyes, Chief Human Resources Officer</p> <p>Christina Gutierrez, Staff Development Manager</p>	<p>PC</p> <p>Power Point Presentation</p>	<p>\$ 8,685</p>	<p>Annual Training</p> <p>On-Going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

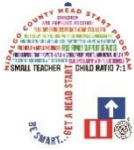
Content Area: Compliance						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify and implement the Texas Department of Health and Human Services Minimum Standards for Child-Care centers/National Performance Head Start Standards as required by the state and federal regulations.</p>	<p>Participants will engage by always listening and using all methods in practicing safety with children.</p>	<p>Nancy Torres, Child Care Regulation Inspector</p> <p>Azucena Saenz, Field Operations Director</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will identify safety procedures. And protocols.</p>	<p>Participants will receive guidance in protocols to take in case of an emergency.</p>	<p>Moises Robeldo, Deputy Hidalgo County Sheriffs Office</p> <p>Elvira Segura, Family Services Director</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Field Operations

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to review the policies and procedures in the area of Transportation.	A detailed presentation of the Performance Standards including future mandates will be conducted.	Oliver Solis, Transportation Coordinator Azucena Saenz, Field Operations Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will implement the safety practices, minimum standards, fixed routes, alternate routes, certification requirements and documentation requirements needed to transport children.	Participants will acquire knowledge on how to transport children safely and gain an understanding on how to properly prepare an application for transportation.	Oliver Solis, Transportation Coordinator Azucena Saenz, Field Operations Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Safety Training: All staff will identify safety procedures on disposal of hazardous material and the use of fire extinguishers.	Field Operations Director and will provide training on procedures for fire safety and facilities maintenance.	Azucena Saenz, Field Operations Director	PC Power Point Presentation		Annual Training	Sign-In Forms Evaluations



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Field Operations

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to describe the policies and procedures in the area of the Warehouse operation.	A detailed presentation of the Performance Standards including future mandates will be conducted.	Oliver Solis, Transportation Coordinator Azucena Saenz, Field Operations Director			Annual Training	Training Calendar Survey Evaluation
Participants will be able to access and use local, state and federal standards relating to buildings and grounds.	An overview of the applicable standards will be presented and discussed as they apply to the requirements for facilities and playgrounds for children and staff.	Azucena Saenz, Field Operations Director			Annual Training	Training Calendar Survey Evaluation
Participants will be able to prepare cleaners and chemicals used for sanitizing.	An overview of appropriate product application and applicable Performance Standards will be presented to the participants. The formulas for preparing cleaners and chemicals will be reviewed.	Azucena Saenz, Field Operations Director			Annual Training	Training Calendar Survey Evaluation



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Field Operations

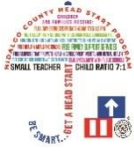
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to follow the required office procedures and processing of required documentation for purchases.	A comprehensive explanation of departmental operating procedures will be made.	Reynaldo Garcia, Warehouse Courier Azucena Saenz, Field Operations Director			Annual Training Annual Training	Training Calendar Survey Evaluation
Participants will be able to prepare and process the monthly supplies order request form.	Participants will participate in an overview of the standard procedure for determining on hand quantities, needs, ordering procedures and product implementation.	Reynaldo Garcia, Warehouse Courier Oliver Solis, Transportation Coordinator			On-Going	Training Calendar Survey Evaluation
Regional Bus Driving Training: Participants will identify Safety practices and compliance procedures regarding transportation of children.	Region I Educational Service Center will provide training on obtaining a CDL License and Class C Certification for School Bus Safety and Passenger Endorsement	Director of Transportation at Region I Oliver Solis, Transportation Coordinator		\$3,600.00	On-Going	Region I Certification Medical Card



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Content Area: Special Services

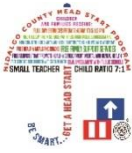
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to identify the federal law (ADA) and the accommodation services it provides to individuals with disabilities.	An overview of the federal law will be presented to the staff. Handouts will be provided.	Rosa E. Torres, Senior Staff Attorney Disability Rights Texas Sonia Balderas, Special Services Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participant will be able to identify the Head Start Performance Standards and Program Plan in the area of Disability Services.	The session will provide participants with an overview of the Performance Standards and the Special Services Program Plan.	Sonia Balderas, Special Services Director	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to utilize instructions to correctly reinforce IEP objectives and complete the Six Weeks IEP Progress Report. Review of the diaper changing procedures.	The session will provide staff with an overview reinforcing IEP objectives, monitor progress and also to follow proper care of children when diaper changing.	Sonia Balderas, Special Services Director Mirna Gonzalez, Special Services Coordinator Emmarylin Villegas, Special Services Coordinator	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation



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Content Area: Special Services

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to identify the federal law (IDEA) and the services it provides to individuals with disabilities.</p>	<p>An overview of the federal law will be presented to the staff. Handouts will be provided.</p>	<p>Rogelio Ballesteros, Disability Rights Texas</p> <p>Sonia Balderas, Special Services Director</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to identify the characteristics of Autism Spectrum Disorders (ASD) and be able to prepare for a child with ASD in the classroom.</p>	<p>The session will discuss instructional strategies and tips for staff to use in the classroom.</p>	<p>Sonia Balderas, Special Services Director</p> <p>Mirna Gonzalez, Special Services Coordinator</p> <p>Emmarylin Villegas, Special Services Coordinator</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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Content Area: Special Services

Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to correctly complete a referral process to LEA on children requiring evaluation.</p>	<p>The training will focus on the required data collection which is vital to the referral packet. Handouts will be provided to the staff.</p>	<p>Sonia Balderas, Special Services Director</p> <p>Mirna Gonzalez, Special Services Coordinator</p> <p>Emmarylin Villegas, Special Services Coordinator</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>The participants will be able to describe the purpose of the ARD meeting.</p>	<p>The ARD training will cover the content and information discussed at the meeting. This will be presented to the staff via power point.</p>	<p>Sonia Balderas, Special Services Director</p> <p>Mirna Gonzalez, Special Services Coordinator</p> <p>Emmarylin Villegas, Special Services Coordinator</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Finance						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to complete and submit reports on allowable in-kind contributions, complete and submit their Travel Expense Reports (excluding commuting miles) and follow procedures to secure and access their payroll information.</p>	<p>Participants will be presented the steps on how to complete the Certificate of In-Kind Report and the Local Travel Expense Report. They will also develop a better understanding of the importance of retaining payroll records and will be reminded to submit any changes to their personal information to Human Resources (HR) AND Payroll/Finance Department.</p>	<p>Elma P. Carrera, Chief Financial Officer</p>	<p>PC Power Point Presentation</p>		<p>On-Going</p>	<p>Training Calendar Survey Evaluation</p>



Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to implement the goals and objectives of the School Readiness Plan and the Education Services Plan</p>	<p>HCHSP Education professionals will provide hands on training and technical assistance on curriculum assessment and instruction to all classroom staff. Reinforce and promote coaching strategies to improve CLASS scores.</p>	<p>Consuelo Casas, Chief Early Education Officer</p>			<p>Annual Training</p> <p>On-Going</p>	<p>Training Calendar</p> <p>Feedback Forms</p> <p>Evaluation</p>



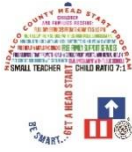
Hidalgo County Head Start Program Training and Technical Assistance One Year Implementation Plan 2023-2024

Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to access and implement the Performance Standards and Education Program Plan.</p>	<p>Participants will respond, review and actively discuss the Performance Standards as relative and addressed in the goals, objectives and tasks outlined in the Education Program Plan</p>	<p>Consuelo Casas, Chief Early Education Officer</p> <p>Education Area Directors</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p> <p>On-Going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>
<p>Participants will be able to access and implement the Performance Standards, Head Start Early Learning Outcomes Framework (HSELOF), and the School Readiness Plan.</p>	<p>Participants will be able to recognize the connection between Performance Standards, School Readiness Plan and Education services program plan.</p>	<p>Consuelo Casas, Chief Early Education Officer</p> <p>Education Area Directors</p>	<p>PC</p> <p>Power Point Presentation</p>		<p>Annual Training</p> <p>On-Going</p>	<p>Training Calendar</p> <p>Survey</p> <p>Evaluation</p>



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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will examine the resources available on Ignite by Hatch platform, make informed decisions based on results, improve the planning process and plan individualization.	The session will allow participants to navigate the platform and generate reports to desegregate data to plan for differentiated high-quality instruction.	Nadia De Leon, Education Area Director	PC Power Point Presentation		Annual Training On-going	Training Calendar Survey Evaluation
Participants will be able to explain what the CLASS tool measures, describe the link between effective teacher-child interactions and children’s learning gains, and identify the behaviors associated with this domain.	The session will provide with an understanding of the domains, dimensions, indicators and behavior markers of the CLASS Domains: Emotional Support, Instructional Support and Class Organization.	Hector Guerra, Education Area Director	PC Power Point Presentation	\$19,150	Annual Training On-going	Training Calendar Survey Evaluation



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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
<p>Participants will be able to implement and apply phonemic awareness skills in the classroom.</p>	<p>This session will allow participants to understand and learn how phonemic awareness instruction teaches children to notice, think about, and manipulate sounds in spoken language.</p>	<p>Yolanda Castillo, Education Area Director</p>	<p>PC Power Point Presentation</p>		<p>Annual Training On-Going</p>	<p>Training Calendar Survey Evaluation</p>
<p>Participants will be able to build background knowledge of the Frog Street Curriculum and teach with fidelity.</p>	<p>Participants will be able to plan and implement materials effectively to deliver instruction addressing the Head Start Early Learning Outcomes Framework (HSELOF) Domains.</p>	<p>Districts Donna ISD, Edcouch ISD, Edinburg CISD, La Joya ISD, McAllen ISD, Mercedes ISD, Mission CISD, Monte Alto ISD PSJA ISD, Consuelo Casas, Chief Early Education Officer Note: Individual School District Professional Development</p>	<p>PC Power Point Presentation</p>		<p>Annual Training</p>	<p>Training Calendar Survey Evaluation</p>



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Content Area: Education						
Objective:	Strategies: (Plan of Action)	Person Responsible:	Resources Needed:	Estimated Cost:	Timeline:	Evaluation:
Participants will be able to explore the Dual Language Model with fidelity.	Participants will be allowed to implement the Dual Language with fidelity.	Yolanda Castillo, Education Area Director	PC Power Point Presentation		Annual Training On-Going	Training Calendar Survey Evaluation
Participants will review, discuss and implement daily schedules and procedures	The Participants will use the information provided to implement daily schedules, daily routines and lesson plans.	Districts Donna ISD, Edcouch ISD, Edinburg CISD, La Joya ISD, McAllen ISD, Mercedes ISD, Mission CISD, Monte Alto ISD PSJA ISD,	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation
Participants will be able to plan and organize teaching and learning using the updated daily schedules and lesson plan.	Participants will learn how to plan, implement, and be intentional with their instruction.	Consuelo Casas, Chief Early Education Officer Note: Individual School District Professional	PC Power Point Presentation		Annual Training	Training Calendar Survey Evaluation